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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: EDUCATION GRANT AND SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN*

1. The present administrative instruction revises instruction ST/AI/181/Rev.9 and Amend.1, which are hereby superseded. Its main purpose is to provide a consolidated text of previous issuances relating to the education grant and the special education grant for disabled children, to reflect intervening changes in the Staff Rules clarifying the eligibility criteria for the education grant and to implement General Assembly resolution 49/223 of 23 December 1994, in which the Assembly approved increases related to the education grant and the special education grant for disabled children in the United States, as well as in areas where education-related expenses are incurred in deutsche mark, Italian lira, pounds sterling, Spanish pesetas, Swedish kronor, and Swiss francs (see annex). The annex to the present document also reflects a change in the methodology for the determination of the education grant, as approved by the Assembly in resolution 47/216 of 23 December 1992, stipulating that expenditures should be monitored and reviewed by currency areas.

2. The revised schedule of the education grant and special education grant for disabled children is effective as from the school year in progress on 1 January 1995. Staff rule 103.20 will be amended in due course. Of particular note is the fact that there are now two United States dollar rates applicable to the education grant. One rate is applicable only to education grant claims received in respect of children studying in the United States of America. The second rate is applicable to claims emanating from all parts of the world except the currency areas specifically designated under the education grant and shown in the annex. In addition, contrary to previous practice, claims for children

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studying in the CFA franc area will be treated under the United States dollars (the rest of the world) rate.

3. Particular attention should be paid to the following paragraphs concerning procedures for education grant payments:

Paragraphs	Subject
5	Confirmation of data and record-keeping
6 - 13	Advances against the education grant
14 - 16	Claims for payment of the education grant

I. EDUCATION GRANT

Eligibility

4. (a) In accordance with staff rule 103.20 (b), a staff member who is regarded as an international recruit under rule 104.7 and whose duty station and place of residence is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution, provided the appointment or assignment is for a minimum of six months or, if initially for a period of less than six months, is extended so that total continuous service is at least six months. An eligible staff member reassigned to a duty station within his or her home country may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service;

(b) The Secretary-General may also authorize payment of the education grant, during mission service for a continuous period of six months or more, to a staff member regarded under rule 104.6 as a local recruit at his or her official duty station. In respect of a staff member on special mission service, the official duty station continues to be the duty station from which the staff member is assigned, and he or she continues to receive the salary and allowances pertaining to that duty station. However, eligibility for the education grant will generally be determined on the basis of the duty station in which the staff member is in fact serving, i.e. the mission area duty station, subject to the following conditions:

(i) The staff member is detailed for a minimum period of six months, or, if initially detailed for a period less than six months, is extended so that the total continuous period of service is at least six months;

(ii) Boarding expenses and the flat sum for board, as provided for under paragraph 20, will not be paid in those cases where the child attends an educational institution at the official duty station;

(iii) As on non-family missions, no education grant travel will be authorized to or from the mission area duty station;

(iv) The education grant will be payable only in respect of the staff member's period of actual service at the mission area duty station.

Confirmation of data and record-keeping

5. It is the policy of the United Nations to review and confirm all submissions that result in the establishment of an entitlement and/or payment based thereon, as part of routine internal control procedures. Staff members are reminded that internal and external auditors review education grant submissions on a periodic basis. It is, therefore, important that staff members, when certifying a document, ensure the accuracy of the information being provided to the United Nations. Incorrect or untrue information may not only result in the rejection of a submission, but may also result in disciplinary measures as provided for in the Staff Regulations and Rules. Staff members are expected to retain, for a period of five years counted from the date of submission of the education grant claim, all substantiating documentation, such as receipts and cancelled cheques, relating to expenditures. Such documentation may be needed for clarification or to answer queries arising from a review or audit of an entitlement or related payment.

Advances against the education grant

6. Staff members who are entitled to the education grant and who are required to pay all or a portion of the school fees at the beginning of the school year may apply for an advance against their entitlement by completing form P.45, Request for payment of education grant and/or advance against the education grant.

7. When an advance is being requested for the first time for a child, the request must be accompanied by invoices or other documentation from the educational institution attesting to the school fees. The amount of the advance will be 100 per cent of the anticipated amount of the education grant.

8. For a subsequent school year, the advance will be 100 per cent of the amount previously paid except that:

(a) If lower admissible educational expenses are anticipated, the staff member should so indicate. In such a case, the amount of the advance will be 100 per cent of the grant calculated on the basis of the revised expenses;

(b) If higher admissible educational expenses are anticipated, the staff member may request an advance on the basis of these higher expenses, exclusive of the flat sum for board referred to in subparagraphs 20 (b) and 21 (b) below. As in the case of a first advance, documentation will be required from the educational institution attesting to the increased expenses;

(c) After the advance is requested, the staff member may request an adjustment if the anticipated admissible educational expenses on which the advance was based become higher. Should the anticipated admissible educational expenses become lower, the staff member is required to report the fact promptly so that the amount of the advance may be adjusted. If the advance has already been paid, the staff member will be required to refund any excess. Failure to

report lower expenses may result in the imposition of disciplinary measures under the Staff Regulations and Rules.

9. In those cases where there is no claim for the previous school year, requests for an advance may be submitted prior to, or within two months after, the beginning of the current school year. In those cases where there is a claim for the previous school year, the request for the advance should be presented on form P.45 together with the claim for the previous year.

10. Provided that the relevant information is received at least two months beforehand, advances will be paid approximately one month prior to the beginning of the school year for staff on the Headquarters payroll. At duty stations where circumstances so warrant, special arrangements may be established by the Secretary-General for payment of the advance in instalments.

11. Any advance approved will be considered as due from the staff member until it is discharged by certification of the entitlement by the Office of Human Resources Management or is recovered from the staff member. Recovery from the staff member's salary will take place automatically if a claim for payment of the grant is not submitted promptly at the end of the school year or on earlier separation from service. Recovery from staff members at Headquarters is made three months after the end of the school year. For staff on the Headquarters payroll but located at a duty station away from Headquarters, recovery is made four months after the end of the school year. Similar arrangements will be established for staff on other payrolls.

12. No further advance will be authorized for subsequent school years until previous education grant advances have been cleared by settlement of the relevant education grant claim or repayment of the advance previously authorized.

13. Advances are normally payable in United States dollars at all duty stations except at Geneva. For staff members whose duty station is Geneva, the advance, as is done for emoluments, will be payable in Swiss francs. In all cases, the advance will be recorded in United States dollars, except when educational expenses are incurred in one of the currencies in the annex to the present document. In such cases, the advance will be recorded in the currency in which the educational expenses are incurred using the United Nations operational rate of exchange in effect on the date of payment of the advance.

Claims for payment of the education grant

14. Claims for the payment of the education grant should also be submitted on form P.45. Claims for the past school year should be submitted promptly upon completion of the school year unless the staff member's appointment expires earlier or the child's attendance ceases earlier. In the first case, staff members are urged to submit the claim shortly before the date of separation from service. In the second case, staff members are urged to submit the claim within one month of cessation of the child's attendance. In any event, in accordance with staff rule 103.15 (ii), for the grant to be payable the claim must be submitted within one year following the date on which the staff member would have been entitled to the payment of the grant. The claim must be accompanied

by written evidence of the child's attendance, education costs and the amounts paid by the staff member.

15. Such evidence will normally be submitted on form P.41, Certificate of attendance and costs and receipt for payments, which should be certified by the school. The same form is required for cases where only the flat sum for board is claimed. After certification, the original form should be submitted and it should not be changed in any way, as any revision or alteration may be cause for disciplinary action. In order to facilitate confirmation of data, a copy of form P.41 must be given to the educational institution. In those cases where it is not possible to submit form P.41, a certificate of attendance is required indicating the exact dates on which the school year began and ended and the dates of the child's attendance, together with receipted school bills, itemizing the various charges paid to the school. These documents must be certified by a responsible official of the educational institution on its official stationery or on paper bearing its seal. Expenditures that are not paid to the educational institution are not to be included on form P.41, but may be claimed by attaching to form P.45 an explanation of the nature of the expenditure and substantiating documentation, for example, receipts or cancelled cheques. If the certificate, other documentation and accompanying receipts are not in one of the working languages of the United Nations, a translation into one of these languages must be attached.

16. If the staff member does not have custody of his or her child and the question of the staff member's compliance with his or her support obligation in respect of the child is raised, written evidence that the flat sums for board and textbooks have been used for the purposes intended may be required from the staff member.

Amount of the grant

17. Under subparagraphs (d) and (e) of staff rule 103.20, the amount of the education grant entitlement varies according to whether the child attends an educational institution AT or OUTSIDE the staff member's duty station and whether or not the educational institution outside the duty station provides board. For purposes of the education grant, "duty station" is defined in staff rule 103.20 (a) (iii) as the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Admissible educational expenses in case of attendance AT the duty station

18. When the child attends an educational institution at the duty station, the expenses incurred for attendance are considered admissible, but not the expenses for board. The expenses incurred for attendance include charges for enrolment, registration, examinations, tuition and diplomas, prescribed textbooks and other costs directly related to the regular school programme or curriculum. Where local conditions justify their provision, charges for midday meals, if they are provided by the school and included in the school bill, and for daily group transportation to and from the school, if provided by the school or organized on a school-wide basis by a concern other than the school itself, may also be included in the admissible educational expenses. The amount of the grant shall be 75 per cent of the sum of the admissible educational expenses up to the

maximum specified in column 1 of the annex to the present document per year, with a maximum grant as indicated in column 2 of the annex per year for each child.

Admissible educational expenses in case of attendance OUTSIDE the duty station

19. When the child attends an educational institution outside the duty station, all the educational expenses described in paragraph 18 above are considered admissible, as well as the expenses for board, in accordance with paragraphs 20 or 21 below, as appropriate. This includes cases when a child attends an educational institution beyond commuting distance from the duty station itself, provided that the Secretary-General is satisfied that no school within commuting distance would be suitable for the child.

20. Except as provided in paragraph 21 below, the amount of the grant shall be:

(a) Where the educational institution provides board, 75 per cent of the sum of the expenses for attendance and board up to the maximum indicated in column 1 of the annex per year, with a maximum grant as indicated in column 2 per year for each child;

(b) Where the educational institution does not provide board, a flat sum as indicated in column 3 of the annex for board plus 75 per cent of the expenses for attendance up to a maximum as indicated in column 6. The maximum total grant is as specified in column 2 per year for each child (e.g., if educational expenses are incurred in the United States of America, the amounts are $3,770 for board and $8,905 for attendance). In respect of staff members on special mission service, the flat sum for board will not be paid in those cases where the child attends an educational institution at the official duty station.

21. At designated duty stations where educational facilities are not available or are deemed inadequate,* eligible staff will be entitled to reimbursement of an additional amount for boarding expenses in respect of children in school attendance at the primary and secondary levels. This amount shall be equivalent to 100 per cent of boarding expenses up to the amount specified in column 4 of the annex which is payable as an amount additional to the normal grant indicated in column 2, i.e. a maximum total grant as expressed in column 5 of the annex. The amount of the grant shall be calculated as follows:

(a) Where the educational institution provides board, the amount of the grant per year shall be the sum of:

(i) 100 per cent of boarding expenses up to the amount specified in column 4 of the annex; and

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* Those duty stations where staff members are also eligible for additional education grant travel are listed in administrative instruction ST/AI/280, as revised from time to time to reflect changes affecting individual duty stations.

(ii) 75 per cent of admissible expenses for attendance and of any part of boarding expenses in excess of the amount specified in column 4, up to a maximum reimbursable amount as specified in column 2 of the annex;

(b) Where the educational institution does not provide board, the amount of the grant per year shall be the sum of:

(i) A flat sum for board as specified in column 4 of the annex; and

(ii) 75 per cent of admissible expenses for attendance, up to a maximum reimbursable amount as indicated in column 2 of the annex.

Relationship of scholarships to the education grant

22. Any scholarship, bursary or similar grant given to the child, and any financial assistance given to the child which would decrease the educational expenses borne by the staff member should be disclosed by the staff member on form P.45 and by the school officials on form P.41 and will be taken into account in calculating the education grant. The amount will be deducted from the total educational expenses incurred for the child (including the cost of journeys between the school and duty station that are not paid by the United Nations) before the education grant is calculated. If the staff member subsequently repays the financial assistance received, he or she may submit a claim on that basis provided that the claim is filed within one year following the date on which the staff member would have been entitled to the payment of the grant, in accordance with staff rule 103.15 (ii).

Textbooks

23. As indicated in paragraph 18 above, expenses for textbooks are an admissible expense for attendance, if the textbooks have not been provided free of charge and the educational institution so certifies on form P.41. A staff member may claim the following amounts without additional certification: $210 at the primary level, $420 at the secondary level and $840 at the post-secondary level. If the claim exceeds the appropriate amount, certification will be required from the educational institution on form P.41C, Certificate of prescribed textbooks and receipt for amount paid. A copy of the form should be provided to the educational institution to facilitate confirmation of data. If the textbooks were not bought at or through the school, receipts will also be required.

Non-admissible expenses

24. Certain expenses may not be admissible because they are not considered to be expenses incurred for attendance. Among the expenses that are not admissible are school supplies, equipment or uniforms, insurance, medical examinations, donations and contributions or similar charges. Other items may not be admissible because they are not part of the regular school programme or curriculum. In this regard, courses or activities not covered by the regular tuition fee and which are not required of all students following a given programme or curriculum will not be regarded as being part of the regular school programme or curriculum. Expenses for summer courses will be admissible only if

they are a prerequisite for further attendance during the regular school year or for the school's regular diploma.

25. In addition, as specified in staff rule 103.20, the grant is not payable in the following cases:

(a) Kindergarten or nursery school. The grant is not payable in respect of attendance at a kindergarten or nursery school at the pre-primary level. In those cases where there is difficulty in determining whether education is primary or pre-primary, it will be presumed to be primary from the school year during which the child reaches the age of 6 and presumed to be pre-primary during school years in which the child has not reached the age of 5. In respect of the school year in which the child reaches the age of 5, the grant may be paid if it can be shown, on the basis of information provided by the school, that the basic elements of a formal education are included in the instruction. No grant is payable if attendance is not full-time;

(b) Free school. The grant is not payable in respect of attendance at a free school or one charging only nominal fees. This does not preclude the reimbursement of expenses for boarding (see paras. 20 and 21 above, as appropriate), textbooks (see para. 23 above) or charges for midday meals and transportation (see para. 18 above);

(c) Correspondence courses. The grant is not payable for correspondence courses, except:

(i) Where such courses are the only available substitute for full-time attendance at a school of a type not available at the duty station;

(ii) Where such courses are related to academic subjects that are not included in the regular school curriculum but are required for the child's subsequent education;

(iii) Where such courses are required for a disabled child (see paras. 39-52).

Subject to prior written approval, the expenses for correspondence courses will be treated as admissible expenses subject to 75 per cent reimbursement. Approval is not normally given for correspondence courses at the university level or in respect of children over 18 years of age who are not disabled;

(d) Private tuition. The grant is not payable for private tuition, except in the following cases where it could be allowed if it is given by qualified teachers:

(i) For tuition in the mother tongue (see para. 26 below);

(ii) For tuition in the language of the duty station, when prescribed by the local school as a pre-condition for admittance;

(iii) As a required supplement to correspondence courses admissible under subparagraph (c) above;

(iv) As a required supplement to the regular school programme:

a. For special coaching in a subject taught by the school to make up for deficiencies attributable to the child's change of schooling as a result of expatriation or a change of the staff member's duty station; or

b. For special coaching in an academic subject not included in the school curriculum but required for the child's subsequent education;

(v) Where private tuition is required for a disabled child, the amount reimbursable for such tuition shall be governed by the provisions concerning the special education grant for disabled children (see paras. 39-52);

(e) Vocational training or apprenticeship. The grant is not payable for vocational training or apprenticeship, unless it involves full-time schooling; neither is it payable when the child receives payment for services rendered.

Tuition in the mother tongue

26. The costs of tuition in the mother tongue may be allowed in those cases where:

(a) The staff member serves in a country whose language is different from his or her mother tongue; and

(b) The child attends a local school in which the instruction is given in a different language.

Where attendance at a local school gives no entitlement to an education grant, 75 per cent of the expenses for tuition in the mother tongue may be paid, subject to a maximum expense of $2,900 a year for individual tuition and $1,450 a year for group language tuition. Where attendance at a local school gives entitlement to an education grant, the expenses incurred for tuition in the mother tongue may be included in the admissible expenses for attendance up to a maximum of $2,900 for each child in the case of individual tuition and $1,450 for each child in the case of group tuition. For other currencies listed in the annex, the relevant local currency maxima applicable for expenses incurred are respectively the totality, for individual tuition, or one half, for group tuition, of the amounts indicated in column 3 of the annex. Tuition in the mother tongue must be provided by a qualified teacher, and no grant will be authorized for the teaching of the mother tongue by a member of the staff member's family. A request for reimbursement for tuition must be accompanied by form P.41A, Certificate for tuition in the mother tongue and receipt for amount paid certified by the educational institution or tutor. A certified copy of the form should be returned by the educational institution or tutor to facilitate subsequent confirmation of data, if necessary.

Periods of attendance

27. The education grant is payable only for the periods of attendance while the staff member is in service with the United Nations and meets the eligibility requirements set out in paragraph 4 above. Under staff rule 103.20 (f) and (g), when attendance is for less than two thirds of the school year or the period of service does not cover the full school year, the amount of the grant is prorated in the proportion which the period of attendance or service bears to the full school year. Prorating is effected either on the basis on which the educational institution charges fees for attendance for parts of a year, or by taking more than 20 days as a full month, 11 to 20 days as half a month and ignoring attendance of 10 days or less a month. In cases where the school charges fees based on a period of 12 calendar months, the prorated entitlement will be calculated on the basis of the actual school year, i.e. 12 calendar months less the period of the normal summer vacation.

28. In those cases where a child takes required courses offered by the educational institution during a summer session (see para. 24 above), charges for these summer courses will be taken into account, together with those of the previous two semesters, in determining the total amount of the grant for that school year. If the child has been in full-time attendance during the summer session, the actual school year will cover also the period of the summer session, and any prorated entitlement will be calculated on that basis.

29. The grant is payable up to and including the day on which the child ceases full-time attendance at an educational institution or completes four years of post-secondary studies or is awarded the first recognized degree,* whichever is earlier. The grant will not normally be paid beyond the scholastic year in which the child reaches the age of 25, unless the child's education has been interrupted by a period of national service or illness of more than one year. National service does not include periods for which a child enlists voluntarily or periods spent in ascertaining the obligation of military service.

Travel expenses

30. Staff members eligible for the education grant, whose children attend an educational institution outside the country of the duty station for not less than two thirds of the school year, are entitled under staff rule 103.20 (h) to the payment of the child's travel expenses for one round trip each scholastic year. In the case of staff members serving at designated duty stations where either educational facilities are not available or schools do not exist which provide schooling either in the language or in the cultural tradition desired by staff members for their children, such travel expenses may be paid twice in the

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* The degree which, under the educational system to which it pertains, is acknowledged as the first post-secondary academic degree.

year in which the staff member is not entitled to home leave.* In respect of staff members on non-family missions, no education grant travel will be authorized to or from the mission area duty station.

31. As provided in staff rule 103.20 (h), education grant travel expenses may be paid when attendance is beyond commuting distance from the duty station itself, provided that the Secretary-General is satisfied that no school within commuting distance would be suitable for the child.

32. In those cases where, during a single school year, a child attends two schools, one of which is at the duty station and the other away from the duty station, education travel expenses may be paid in respect of attendance away from the duty station, provided that attendance is for at least one term and there is a valid reason for the change of school.

33. Education grant travel may begin either from the duty station or from the educational institution. Two weeks is the minimum period required to be spent at the duty station, and travel must be undertaken during the relevant school year. Travel expenses shall not exceed the cost of travel between the staff member's home country and his or her duty station. Travel expenses will not be paid if the travel occurs within three months of other official travel by the staff member or the child. However, this interval may be reduced in appropriate cases to permit education grant travel to take place in the same year as home leave travel, if otherwise eligible. This interval may also be reduced to allow education grant travel to the educational institution following travel of the child to join the staff member at the duty station.

34. In the school year in which the child completes the fourth year of post-secondary studies or is awarded the first recognized degree, travel may be undertaken at any time during that school year or at its end, provided that full-time attendance was for not less than two thirds of the school year. If an outward or inward journey occurs after the end of the last school year for which the education grant is payable and in which the child is over the age of 22, the one-way travel that may be allowed under staff rule 107.5 (b) at the end of the child's full-time attendance at an educational institution will not be authorized.

Travel arrangements and claims

35. Education grant travel shall be requested on form P.66, Request for education grant travel. It will be followed by the issuance of a travel authorization form (PT.8), specifying the school year to which the travel is related and the mode, route and dates of travel. The preparation of form PT.8 and all arrangements regarding travel must follow the provisions of administrative instruction ST/AI/257. Staff members are not allowed to make a

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* Those duty stations where staff members are also eligible for additional education grant travel are listed in administrative instruction ST/AI/280, as revised from time to time to reflect changes affecting individual duty stations.

direct purchase of the travel tickets without specific prior authorization. Within two weeks after completion of the child's education grant travel, the staff member shall submit a travel claim form (F.10) to the departmental executive or administrative office, regardless of whether any claim for reimbursement exists. The submission of form F.10 is required to verify that travel has been undertaken as authorized, as well as for the purpose of certification of reimbursement claims. As provided in paragraph 19 of ST/AI/257, form F.10 should be accompanied by the original of the travel authorization form (PT.8), ticket stubs and receipts for all expenses for which reimbursement is claimed. No education grant travel will be authorized before approval of the claim for travel for the previous school year.

Computation of entitlements

36. With the exception of admissible expenses incurred in a currency listed in part (a) of the annex, the education grant claims referred to in paragraph 14 above will be computed in United States dollars. For that purpose, the admissible expenses incurred by the staff member in a currency other than United States dollars will be converted to United States dollars using the United Nations operational rate of exchange on the specific date(s) these expenses were actually incurred by the staff member.

37. The amount of the entitlement will be calculated on the basis of the admissible expenses, expressed in United States dollars (see paras. 18-21 above and the annex for information on the amount of the grant and applicable admissible expenses). Once the entitlement is established, any previous advances received, also recorded in United States dollars (see para. 13 above) will be deducted. The balance outstanding, if any, will be settled in United States dollars and paid to or recovered from the staff member in the same currency. For staff members serving at Geneva, the outstanding balance expressed in United States dollars will be converted to Swiss francs for the purpose of payment or recovery.

38. When the educational expenses of a claim are incurred in a currency listed in part (a) of the annex, the entitlement will be calculated on the basis of the admissible expenses expressed in that currency. Once the entitlement is established, any previous advance recorded as paid to the staff member will be deducted. The local currency balance outstanding, if any, will be converted to United States dollars using the United Nations operational rate of exchange in effect on the date of settlement. The resulting balance, expressed in United States dollars, will be paid to or recovered from the staff member in United States dollars. In the case of staff members serving at Geneva (a) for expenses incurred outside of Switzerland, the balance expressed in United States dollars will be converted to Swiss francs and paid to or recovered from the staff member in that currency, using the United Nations operational rate of exchange in effect on the date of payment or recovery, and (b) for expenses incurred in Switzerland, the computation and settlement will be effected directly in Swiss francs.

II. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

Definitions

39. For the purpose of the special education grant, a "disabled child" shall mean a child under the age of 25 years who is unable, by reason of physical or mental disability, to attend a normal educational institution and, therefore, requires special teaching or training, on a full-time or part-time basis, to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.

40. "Educational expenses" shall mean expenses incurred for such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability. Other costs or fees directly related to the educational programme that are not optional or related to an extracurricular activity may be included in the educational expenses, but not school supplies, uniforms, insurance, donations and contributions or similar charges. If full board (food and lodging) is provided for a disabled child attending an educational institution at the duty station, the boarding expenses shall not be reimbursable unless it is certified that full-time boarding in the institution is an integral part of the educational programme.

Eligibility

41. The special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service. In either case, reimbursement under the grant shall be made for admissible educational expenses incurred from the date on which the staff member enters on duty.

42. The special education grant shall be payable from the date on which the special teaching or training is required up to the end of the calendar year in which the child reaches the age of 25 years. In exceptional cases, the age limit may be extended up to the end of the calendar year in which the child reaches the age of 28 years.

Amount of the grant

43. The amount of the grant for each disabled child shall be 100 per cent of the admissible educational expenses actually incurred, up to a maximum as indicated in column 1 of the annex. Expenses for special equipment for educational purposes shall be reimbursed, if not otherwise covered under health insurance, up to a maximum of one third of the amounts shown in column 4 of the annex (e.g., if incurred in the United States, $1,000 per year within the overall maximum). The expenses incurred for local transportation required for a disabled child shall be admissible up to an amount equivalent to twice the cost of normal group transportation arrangements, i.e. the cost of group transportation provided by normal educational institutions at the duty station or organized on a school-wide basis for children attending such institutions.

The grant shall be computed on the basis of the calendar year if the child is unable to attend a normal educational institution, or on the basis of the school year if the child is in full-time attendance at a normal educational institution while receiving special teaching or training.

44. In the computation of the special education grant, the amount of admissible educational expenses shall be reduced by the amount of any benefits that may be available from other sources for the child's education and training (see para. 50 below).

45. If a staff member is in the service of the United Nations for only part of the school year or calendar year, the grant payable shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

Relationship to the regular education grant

46. In cases where a child, by reason of his or her physical or mental disability, is unable to attend a normal educational institution, the claim shall be made only against the entitlement to the special education grant, regardless of whether the staff member is otherwise entitled to a regular education grant in respect of the child.

47. In cases where a disabled child is in full-time attendance at a normal educational institution and no special arrangements are made at that institution for the child concerned, the grant shall be regulated as follows:

(a) If the staff member is entitled to a regular education grant, the claim shall be made in the first instance against that entitlement to the extent that the school attendance itself qualifies for the payment of the regular education grant under the applicable provisions, and reimbursement under the special education grant will be made only in respect of educational expenses incurred for the necessary special teaching or training. The combined total of the two types of grant shall not exceed the amount specified in column 1 of the annex. At designated duty stations where educational facilities are not available or are deemed inadequate, an additional amount for boarding expenses will be paid in respect of children in school attendance at the primary and secondary levels. The amount shall be equivalent to 100 per cent of boarding expenses up to the amount specified in column 4 of the annex per year which is payable in addition to the special education grant, i.e., the combined amount is the sum of columns 1 and 4 of the annex. Whenever a regular education grant is payable in respect of the school attendance, the provisions concerning education grant travel shall also apply;

(b) If the staff member is not entitled to the regular education grant, educational expenses incurred for special teaching or training shall be reimbursable under the provisions of the special education grant.

48. In cases where a disabled child is in full-time attendance at a normal educational institution but special arrangements are made at that institution for the child concerned, the staff member may be entitled to reimbursement under

special education grant provisions, i.e., 100 per cent of maximum admissible educational expenses.

Claims for payment of the special education grant

49. Claims for payment of the special education grant should be submitted annually on form P.45, Request for payment of education grant and/or advance against education grant, within one month of the completion of the school year, if the child is in school attendance, or, otherwise, within one month of the end of the calendar year. In those cases where the staff member's appointment expires earlier, a claim should be submitted before separation from service.

50. The claim must be accompanied by a medical certificate attesting to the child's disability. The approving officer should consult the Medical Director or designated medical officer regarding acceptability of the certificate for the purpose of the special education grant. The staff member is also required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child, including those that may be obtained from state and local governments and from the United Nations contributory medical insurance plans. The amount of the expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

51. The provisions of the regular education grant regarding advances, claims for payment of the entitlement, record-keeping, confirmation of data, computation of entitlement and certification by the staff member shall apply to the special education grant.

Travel

52. Where the disabled child, by reason of his or her disability, attends an educational institution beyond commuting distance from the duty station, travel expenses shall be paid for up to two round trips per school year between the educational institution and the duty station, provided the needs of the disabled child require attendance at the educational institution. In very exceptional circumstances, travel expenses may also be reimbursed for the person accompanying the disabled child.

III. FORMS RELATED TO THE EDUCATION GRANT

53. The forms referred to in this instruction are available from the Executive Office of each Department/Office and from the Personnel Service or Section at offices away from Headquarters.

ANNEX

Education grant entitlements, applicable in cases where educational expenses are incurred in the currencies below

Currency	(1) Maximum admissible educational expenses and maximum grant for disabled child	(2) Maximum education grant	(3) Flat sum for board under para. 20 (b)	(4) Flat sum or ceiling for boarding costs under para. 21 (a) or 21 (b)	(5) Maximum grant for staff members serving at designated duty stations (see para. 21)	(6) Maximum admissible educational expenses (attendance only) (see para. 20 (b))
Part (a)						
Austrian schilling	152 100	114 075	33 800	50 700	164 775	107 028
Belgian franc	423 000	317 250	94 000	141 000	458 250	297 651
Danish krone	77 400	58 050	17 200	25 800	83 850	54 464
Deutsche mark	29 035	21 775	6 454	7 200	28 975	20 431
Finnish markka	54 000	40 500	12 000	16 200	56 700	38 000
French franc	61 200	45 900	13 600	20 400	66 300	43 064
Irish pound	6 561	4 921	1 458	2 188	7 109	4 617
Italian lire	19 800 000	14 850 000	4 400 000	4 200 000	19 050 000	13 932 600
Japanese yen	2 115 000	1 586 250	470 000	705 000	2 291 250	1 488 255
Luxembourg franc	423 000	317 250	94 000	141 000	458 250	297 651
Monaco (French franc)	61 200	45 900	13 600	20 400	66 300	43 064
Netherlands guilder	27 000	20 250	6 000	7 950	28 200	19 000
Norwegian krone	63 900	47 925	14 200	21 300	69 225	44 964
Pound sterling	11 250	8 438	2 500	1 960	10 398	7 916
Spanish peseta	1 572 710	1 179 530	349 556	390 000	1 569 530	1 106 664
Swedish krona	83 250	62 438	18 500	22 200	84 638	58 580
Swiss franc	20 097	15 070	4 466	6 090	21 160	14 142
Part (b)						
United States dollar (other than USA)	13 000	9 750	2 900	3 000	12 750	9 133
Part (c)						
United States dollar (USA)	16 900	12 675	3 770	3 000	15 675	11 873